

RESPONSIBILITIES

- (1) The Deputy Director for Management and Services is responsible for the policy direction of the Agency Records Management Program. In the execution of this responsibility, he will establish and promulgate policy statements, program objectives, and program guidelines. In addition he shall establish a reporting system which will permit him to monitor the progress of the various Agency components toward fulfillment of such policy, objectives and guidelines. The Chief, Information Systems Analysis Staff will serve as the Agency Records Management Officer to supervise the program on his behalf.
- (2) The day-to-day operation and management of the Records Management Program within each Directorate shall be the responsibility of the Deputy Director for that Directorate within the framework established by the actions of the Deputy Director for Management and Services described in paragraph (1) above.